

MEETING MINUTES

February 21, 2008

GOVERNOR'S COMMITTEE FOR THE PURCHASE OF COMMODITIES AND SERVICES FROM THE HANDICAPPED

The meeting was called to order by Chairperson Penney Hall at 10:00 a.m., February 21, 2008 at the F. Ray Power Building, located at the West Virginia Division of Rehabilitation Services' office in Institute, West Virginia.

ATTENDANCE:

Committee: Penney Hall (Chairperson); Pete Cuffaro; John Liller; Jan Smith; Lou Ann Summers for Brenda Morford; Ron Price, Executive Secretary; Carol Jarrett, Recording Secretary.

WVARF Staff: Glenn McEndree; Chris Miller; Mike Turner; Ashley Hackney

MOTION #1

Ms. Smith moved to approve the minutes from the previous meeting. Mr. Cuffaro seconded. Motion passed.

COMMITTEE CHAIR REPORT:

Ms. Hall reported the Committee approved two contracts since the last meeting: WV Air National Guard for additional footage and DMV Warehouse in Charleston. The DMV Warehouse is a new contract, however only one CRP, Goodwill Industries of Kanawha Valley, responded to the request of interest. Therefore, they were awarded the contract.

She reported the bid opening for the CNA services was extended to March 4th. She said the reason for the delay once again related to questions regarding p-card purchases.

She reported Building 3, the DMV building, on the Capitol Complex is scheduled to be closed at the beginning of September. It will be closed for a year or a year and a half. Agencies will be moved out as alternative space is located. She said she was meeting with the Real Estate Director to talk about this move. She is going to address the issue of full-service leasing with him at the same time.

Ms. Hall asked Mr. McEndree or Mr. Turner to check to see why the additions approved at the November 2007 meeting to the wiping cloth contract are not showing up on the Purchasing web site.

EXECUTIVE SECRETARY REPORT:

Mr. Price reported:

\$1,707.21 – Annual Allocation

170.01 - Total Expenses

\$1,537.20 – Balance Remaining FY'08

EXECUTIVE DIRECTOR REPORT:

Mr. McEndree reported WVARF staff and Hancock County Sheltered Workshop have a meeting scheduled with DHHR/Behavioral Health on February 28th to discuss the laundry contract. They are going to review the utilization and cost. The Burnsville Rest Areas contract has been awarded. The Morgantown Welcome Center will be awarded in the next month.

He reported Pace Tec has been fulfilling the courier contract. About half of the state has been done. Pace Tec has approximately 720 boxes housed in their locations. They are doing this in conjunction with the laundry contract when possible. Otherwise, they are using another vehicle.

Ms. Hall asked Mr. McEndree what WVARF was doing in light of an additional raise in minimum wage starting in July 2008. She asked if they are discussing this issue with customers as they are costing contracts. Mr. McEndree said he thought they were going to wait and see what the Committee wanted to do prior to their doing anything. During discussion of this issue the question was raised about the wages of those employees, particularly supervisors, who are already above minimum wage, but not by much. Would there be increases for them as well? Ms. Hall suggested WVARF needed to work with the state agencies while negotiating contracts on both the issue of the increase in minimum wage and the possibility of raising the wages of supervisors. She said they also need to be discussing with state agencies that the minimum wage goes up to \$7.25 an hour in FY '10. Agencies must submit their budgets in August, this way they can plan for this increase. Ms. Hall asked for WVARF to submit an action plan to the Committee regarding how they are going to or area addressing the minimum wage increases at the March meeting.

CONTRACT PRESENTATIONS:

Ms. Hackney reported there was one new contract and no renewals this month.

DRS in Bridgeport – janitorial services. Only one CRP expressed interest in this contract, Job Squad. The annual FMP is \$6,816.96.

MOTION #2

Mr. Liller moved to approve the DRS at Bridgeport. Ms. Smith seconded. Motion passed.

CONTRACT COMPLAINTS:

Mr. Turner reported there were two complaints since the last meeting. They both regarded water delivery.

- 1) DRS office at Institute regarding a water cooler not functioning. A new water cooler was purchased and installed the next day.
- 2) The Treasurer's Office had no water in their office. John Posey with Prestera stated they had changed the driver as well as the phone number. This issue was resolved with water delivery the following day.

Ms. Hall reported there was still a problem with the phone number because the Cabinet Secretary of Administration office had the same problem as the Treasurer's Office.

Mr. McEndree up-dated the Committee on the fire at the pre-sort location. He said he only got two calls from customers. Job Squad had a contingency plan where Champion would do the pre-sort if they were unable to do so. This plan worked very well. There was no mail lost in the fire. Job Squad was back up and running in about a week.

OLD BUSINESS:

CQI

Mr. Turner reported they were still reviewing the field reviews to determine what training needs to be done with the CRP's. They are also still in the process of revising the current CQI plan.

Activity Report Second Quarter Results

Ms. Hackney shared the second quarter activity report. Two CRP's were below the 75% ratio: Gateway Industries 72.25% and Preston County Sheltered Workshop 49.26%. Preston County had submitted a corrective action plan, however Gateway had not. WVARF staff is to secure a plan from Gateway prior to the March meeting.

FINANCIAL REPORT:

Mr. Miller reported the over 60 days accounts receivables were \$467,531 or 26.05% of the total receivables. He said there was no progress on Camp Dawson. A letter will go to them from the Committee Historically, they have not been a problem. The other large accounts receivables account were the Interstate rest areas in Morgantown, Hazelton, and Meadowbrook. Ms. Hall asked Mr. Miller to monitor these to see if there may be some type of systematic problem which needs addressed.

Mr. Liller asked if the over 90 days continue to rise the committee may want a letter to go out on the 75th day instead of the 90th day.

Annual Goals

Mr. McEndree presented a report on where they were in the sixth month of the annual action plan. See attached copy of the report. The following is highlights of the report:

One CRP is examining e-cycling of computer equipment.

Ms. Hall said one complaint she had heard in regards to the Temporary Services contract was from General Services. They are not getting notification of temp availability within the 48 hours stipulated in the contract. If they do not hear they are going ahead and getting a temp form another agency. Mr. Price said Purchasing was getting the same complaint.

Mr. McEndree reported they want to explore contracts with municipalities. Our goal was to increase the number of people with disabilities working by 5% and we have already exceeded that as we have an increase of 12%.

Ms. Hall appointed a FY '09 annual plan subcommittee. Members are Mr. Liller, Ms. Summers and Ms. Hall.

MOTION #3

Mr. Liller moved to adjourn. Ms. Smith seconded. Motion passed.